

Sinclair Library's 2nd-Floor Project: Adventures in Collaborative Collection Assessment



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Hawai'i Library Association Annual Conference
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Sinclair Library



The Quest

Collection assessment of 32,000 linear feet of materials on 2nd floor of Sinclair Library

Identify materials to transfer back to Hamilton Library

Identify materials to deaccession.

Clear at least $\frac{1}{4}$ of the floor space in 8 months!



Scouting the Terrain

32,000 linear shelf feet of serials

Dates from 1979 back to early 1800's

No comprehensive shelf list or previous inventory

Records missing due to database migration

Incomplete holdings records

Short records from cataloging on the fly (EWC)

Un-barcoded, unlinked materials

4 Collection Types

General Collection

A-P's, Q-Z

Asia

East Asia

Folios

Darkness and Creatures Abound

20 plus years neglect in uncontrolled, tropical environment

PESTS- silverfish,
book beetles,
termites, spiders!!

FRASS

MOLD

GECKOS &
LIZARDS

BIRDS



Niles Weekly (1803):
disintegrating leather covers



Insect
activity



Dust, mold,
& cobwebs



Plotting a route into the forest!

Consultation meetings with subject area specialists, selectors, and CDMC

6 collection areas to consider= BHSD, Sci/Tech, Asia, East Asia, Gov Docs, and Hawaiian/Pacific Collection

20+ librarian subject specialists/selectors to consult

Consultation with 12 members of Serials Department staff also in Hamilton Library



Selectors' offices in Hamilton Library on opposite side of campus

Selectors' **insistence** that nothing withdrawn without their review and recommendation



Clearing a path....

HEPA Vacuum Carts:

2 vacuums mounted on old AV carts, 1 new one also strapped to a cart

Mobile Work Cart:

Face masks- anti mold inhalation

Disposable gloves- 3 sizes!

Goggles- frass, dust, upper shelf work

Cleaning towels

Small buckets

A Way Forward

Began with Folios inventory as a pilot

Conducted an item-by-item shelf inventory of
“Folios” - @ 900 shelf ft. and 900 titles

List titles and holdings.

Measure and record shelf space in feet/inches

Record condition of materials

Use Google Drive spreadsheets

Transfer data to the Google spreadsheets - with
student assistant.



Next steps; many hands involved...

Add supplementary information:

Selector's name

Voyager catalog record URL Link

Variant Titles

Holdings in Hamilton Library, or not

WorldCat Record accession number

Number of libraries with holdings

Alternative e-access option

Send to selectors for review and to make recommendations



Selector Criteria For Recommendations

Access to a reliable, stable electronic version

Number of libraries with holdings per WorldCat

Extent of mold and pest damage

Uniqueness, artifactual value, historical value

Past use patterns

Selectors' knowledge as an active area of research

Presence of holdings in Hamilton.

Transfer to consolidate holdings that are print preferred (e.g. *Vogue*, engineering journals)

Importance of print access to very visual materials (engineering, fashion, theater, art)

Relevance to other special collection areas (Charlot, Hawaiian, Pacific)

Keeping Records

Google Docs: interactive, dynamic

Triangulation

- Inventory list

- Withdrawal Lists

- Transfer Lists

- Copy of paper forms stored in binder at Sinclair

Send withdrawal and transfer forms to Serials Department

Serials Department modifies Voyager catalog records

Google Sheets Used

Documenting Assessment
Information

Recording Selector
Recommendations

Documenting Completed
Withdrawals and Transfers

Inventory list required for
each of the 4 collections:
General, Asia, East Asia, Folios


Withdrawals List

Transfers List

Comments on PreservationJT/KF HLA Presentation SlidesNew TabSinclair 2nd-Floor ProjectJean

https://drive.google.com/drive/u/1/folders/0B6ZLKdDv9VNUfm9NYkxUMHNpMFNKX0QtNzZW0EtWQ01rc3BtTnpHYmRWeDZ1NlVodl82ODQ

AppsDigital Library ProgramUniversity of Hawai'iArchivesSpace | HomeCentral Pacific HurricaneLaulima : Gateway to the IslandsRPCVs of Hawai'iOther Bookmarks

 UNIVERSITY of HAWAII SYSTEM

Search Drive

Jean

Drive

Sinclair 2nd-Floor Project

A [Profile Icons] +17 [Share Icon] [More Icon]

[Grid Icon] [Sort Icon] [Info Icon] [Settings Icon]

Name ↑	Owner	Last modified	File size
Forms	Amy Carlson	Jun 30, 2015 Katherine Fis...	—
How-To Documents	Amy Carlson	Jun 30, 2015 Katherine Fis...	—
Asia Collection Inventory (Sinclair 2nd Floor) [Share Icon]	Amy Carlson	Oct 26, 2015 Stephanie Mau	—
East Asia Collection Inventory (Sinclair 2nd Floor) [Share Icon]	Amy Carlson	Nov 9, 2015 Stephanie Mau	—
Folio Inventory (Sinclair 2nd Floor) [Share Icon]	Amy Carlson	Nov 20, 2015 me	—
General Collection Inventory (Sinclair 2nd Floor) [Share Icon]	Amy Carlson	8:22 am Stephanie Mau	—
Transfer Requests [Share Icon]	Amy Carlson	Oct 20, 2015 Joey Brenner	—
Withdraw Requests [Share Icon]	Melissa Kahili-Heede	Nov 4, 2015 me	—

2 GB used

General Collection Inventory (Sinclair 2nd Floor)

thoulagj@hawaii.edu

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

S



Comments



Share

\$ % .00 .00 123 Arial 8 B I A



Selector

	A1	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Selector	Others	Call number	Title	Start	End	Feet	Inches	Hamilton	Condition	Voyager	Reco	World Cat/OCLC	Alternative Ac	Comments	Recommendation	Jean/ staff-add	Date M
2	Brier		CB199 .T67	Topics in Culture Learning	v.1, 1973	v.2, 1974 c.2		1.25	Yes	fair	http://uhmanoe		OCLC: 023417			W/D (DB)	Withdrawn	10/13/2
3	Brier		CB201 .J68	Journal of Indo-European Studies	v.1, 1973	v.2, 1974		4	Yes	good	http://uhmanoe		OCLC: 017861			Keep (DB)		
4	Brier		CB3 .A6	Archive fur Kulturgeschichte	v1, 1903	v. 56 1974	4	6	Yes	fair	http://uhmanoe					Keep (DB)		
5	Brier		CB3 .C6	Confluence, an international forum.	v. 1, 1952	v.7, 1958		11.5	No	good	http://uhmanoe					W/D (DB)	Withdrawn	10/13/2
6	Brier		CB3 .P35	Paideuma : Mitteilungen zur Kulturkunde	v.4, 1950	v.19-20, 1973-7		6	Yes	good	http://uhmanoe		OCLC: 017617		No record for the series Only v.4, 15-16, 17-18	W/D (DB)	Withdrawn	10/13/2
7	Brier		CB3 .S55	Smithsonian Journal of History	v.1, 1966-67	v.3, 1968		4.25	No	good	http://uhmanoe		OCLC: 013614			W/D (DB)	Withdrawn	10/13/2
8	Brier		CB3 .S7	Report of the ... Annual Conference / held	1943	1946		3.25	No	good	http://uhmanoe		OCLC: 044417			W/D (DB)	Withdrawn	10/13/2
9	Brier		CB3 .V53	Viator: Medieval & Renaissance Studies	v.1, 1970	v.5, 1974		4.5	Yes	good	http://uhmanoe		OCLC: 017690		Only v.1, 3 & 5 at SL	Keep (DB)		
10	Brier		CB3 C3	Cahiers de Civilization Medievale	v.1, 1958	v. 17, 1974	3		Yes	good	http://uhmanoe					Keep (DB)		
11	Brier		CB3 C57	Cithara	v. 1-3, 1961-64	v.13, 1973-197		9.5	Yes	good	http://uhmanoe					W/D (DB)	WITHDRAWN	10/13/2
12	Brier		CB351 .J67	Journal of Medieval & Renaissance Studies	v.1-2, 1971-72	v.4, 1974		5	Yes	good	http://uhmanoe		OCLC: 008171	http://micro189		Keep (DB)		
13	Brier		CB351 .P32	Parergon	no. 1-10, 1971			2	Yes	good	http://uhmanoe		OCLC: 017854			Keep (DB)		
14	Brier		CB361 .B5	Bibliothèque d'humanisme et renaissance	v. 32, 1970	v. 36, 1974		11	Yes	fair (some volu	http://uhmanoe		OCLC: 015328			Keep (DB)		
15	Brier		CB361 .R42	Renaissance Papers	1970			0.5	Yes	good	http://uhmanoe		OCLC: 663899		One volume	Keep (DB)		
16	Brier		CB478 .H37	Research review / Harvard University Program	no. 1-8, 1968-7	none		2.5	No	good	http://uhmanoe		OCLC: 017518			W/D (DB)	Withdrawn	10/13/2
17	Lebbin		CC1 A.19	Acta Antiqua	v.1, 1951-52	v.22, 1974	2	8	Yes	fair (some volu	http://uhmanoe		OCLC: 014608			Transfer to HL (VL)	transferred	9/4/201
18	Lebbin		CC1 A.2	Acta Archaeologica	v. 39, 1968	v. 45, 1974		8.25	Yes	fair (slight bug	http://uhmanoe		OCLC: 014608	http://micro189		Transfer to HL (VL)	transferred	9/4/201
19	Lebbin		CC1 A.7	Antiquity	v. 1, 1927	v.5, 1931	6		Yes	poor (bug infes	http://uhmanoe		OCLC: 014816	http://micro189		W/D (VL)	withdrawn	9/18/20
20	Lebbin	Pacific	CC1 A.72	Archaeology & physical anthropology in Oceania	v. 1-3, 1966-68	V. 9, 1974		9	Yes	good	http://uhmanoe		OCLC: 071123			Transfer to Pac	transferred	8/28/20
21	Lebbin	Pacific	CC1 A.73	Antiquity & Survival VT = New Guinea no.5	v.1, 1955-56	v.2, no.4, 1958		5.5	Yes? (Se	fair (frayed edg	http://uhmanoe		OCLC: 014816		Voyager record shows s	Transferred to Pac	transferred	8/28/20
22	Lebbin		CC1 A.78	Archaeometry	v. 8-9, 1965-66	v.16, 1974		9	Yes	fair (discolored	http://uhmanoe		OCLC: 014818	http://micro189		Transfer to HL (VL)	transferred	9/4/201
23	Lebbin		CC1 B.75	British archaeological abstracts.	v. 3, 1970	v. 6, 1973		6	No	good	http://uhmanoe		OCLC: 015371					
24	Lebbin		CC1 B.76	Contributions of the Florida State Museum	1958	1973		4	No	good	http://uhmanoe		OCLC: 014809					

tour the spreadsheets

Processing Withdrawals and Transfers

Deaccessioned materials

Fill out withdrawal form listing title, issue #, total piece count

Remove title pages and barcodes

Stamp volumes withdrawn

Box, stack pallets, shrink wrap

Schedule dumpster and pick-up days

Transfers back to Hamilton Library

Complete transfer form

Boxing (not too heavy!)



Shifting along the way

Folios to opposite end wall - 3 ranges

A-Q consolidated

East Asia - 6 ranges moved to opposite
end of floor @1, 092

Student staff did the shifting work!



End of Project Transition Plan

1. Ownership of Google Sheets transferred to head of Serials Department
2. All forms and spreadsheets collected into one folder and still active
3. Selectors at Hamilton Library and staff at Sinclair continue transfer and withdrawal process
4. Paper copies of transfer and withdrawal forms stored in binders at Sinclair Library



Reaching a Clearing



Some Facts and Figures

Total Titles Assessed = 17,251

General A-P Business, Humanities, Social Sciences	3,188
General Q-Z Sciences	5,013
East Asia	1,911
Asia	6,193
Folios	946

Withdrawals as of 12/1/2015	2,840
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Transfers as of 12/1/2015	523
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Withdrawals and transfers
continue.....

The Adventurous, Collaborative and Hardworking Partners



Sinclair Library @ 20

1 Collection Assessment Librarian - full time for 20 months

1 Part-time Library Technical Assistant -18 months

8 Sinclair Library Staff - directly and indirectly

8-10 Sinclair Library Student Staff

Hamilton Library @ 40

22+ Subject Specialist Librarians

2 Hamilton Library Technicians

12 Serials Department Staff

2 Preservation Department Freezer Crew

2 Mail Room Staff

A Collaborative and Iterative Process

Collection Assessment Librarian participated in the Collection Development and Management Committee

Per selectors' request, project staff sorted and coded their sections, separated out individual librarians' titles, etc.

Negotiated with Serial Department to use a sampling process for long journal runs

SL staff assisted with transporting boxes, scheduling transfers, assigning student help

SL students worked Saturdays in hot summer to expedite withdrawals



Lessons learned & tips for the next adventure...

- 1. Recognize collection assessment projects as iterative processes--they probably won't be smooth and linear.**
- 2. Consult early to get a clear sense of what information selectors will need to make decisions.**
- 3. Try to establish consensus on criteria for withdrawal and transfers.**
- 4. Check with selectors regarding plans for vacations, sabbatical, etc.**
- 5. When possible, grasp the scope of the project and choose suitable tools and procedures from the start.**

Lessons learned & tips for the next adventure...

- 6. Having a specific deadline or plan for the space made available by weeding will make it easier to get broad cooperation.**
- 7. Communicate, communicate, communicate: expectations, responsibilities, procedures.**
- 8. Expect complications in catalog records.**
- 9. Document inventory, withdrawal and transfer procedures clearly.**
- 10. Plan for coordinating the disposal of large amounts of material.**
- 11. Store inventory documents so others find them in the future!!**

Value Added

Students' exposure to the collection types

Students' exploration of the materials: bindings, ads, content

Mini Usage Study: opportunity to track usage and demonstrate value and use of collection materials

University administration's increased awareness of the Collection Assessment process and manpower needs

QUESTIONS?

Contact

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THANK YOU.